

Town of Erie Police Department Space Needs Analysis

Final Draft

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Section I. Introduction

Purpose

The purpose of this analysis is to document current and estimate future Police Department space needs based on an understanding of:

- Current and projected trends in Town growth and development,
- Professional law enforcement practices, standards, and codes which influence space requirements, and
- The relationship between the Police Department and other Town functions, particularly other criminal justice functions.

Current Facility

The Town of Erie offices are located in the historic Lincoln School Building at 645 Holbrook in Old Town Erie. The Town acquired the Lincoln School from the St. Vrain Valley School District in 1967 for \$1 and renovated it to accommodate the Town Hall. The facility was constructed as a school in 1906 and is currently on the National Register of Historic Places (listed in 1981). The Department of the Interior has promulgated standards for the treatment of historic properties which are applied to all buildings on Register. These standards and guidelines establish constraints on the modifications which can be made to the historic structure and generally require the preservation of the historic character of the facility (both interior and exterior). These standards consider expansion of the existing structure as the option of last resort and are restrictive of changes to the exterior of the facility.

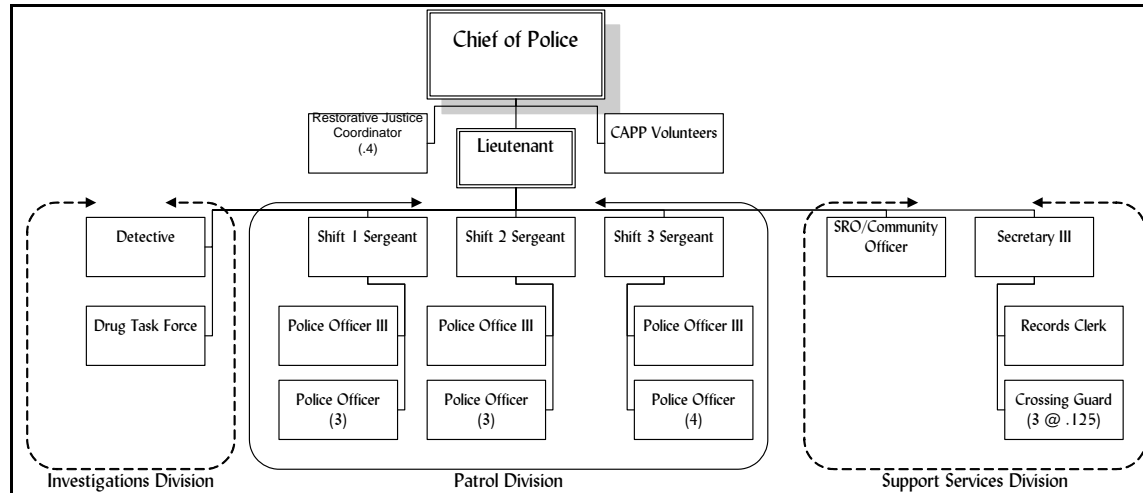
In 1998, the Town renovated the structure at a cost of \$1.7 million. Following the guidelines for modifications, life safety renovations occurred and additional space was developed by “capturing” space in the interior of the structure. Although this renovation addressed many of the most significant issues in the facility, the facility continues to face a number of challenges in terms of accessibility and law enforcement functionality. The building was designed to function as a school and adapted use inherently results in compromise. Offices are a building type which often fit relatively well into this type of structure. However, when the specialized requirements of law enforcement facilities are considered, there are safety and security considerations which are difficult to address cost-effectively in this type of structure. The building provides approximately 20,000 square feet on three floors. By 2008, the need for additional space for Town Departments was acute enough that the Town converted some hall area to offices.

Prior Facility Planning Studies

In 2009, the Town contracted with OZ Architects to complete an analysis of future space requirements of all departments currently located in the Town Hall. The 2009 study focused on current space arrangements, proposed strategies to accommodate growth at the current location, and documented a 2010 need for more space than is available in the existing structure. All strategies included development of replacement space for the Police Department. This document provides the information needed to identify the specific space requirements and priorities for the Police Department.

Section I. Introduction

Police Department Organization Structure



The Police Department is managed by the Chief and one Lieutenant. Staff are divided into three divisions:

- Investigations, with 2 staff,
- Patrol, with 16 sworn staff (3 sergeants and 13 officers),
- Support Services, with 3.25 civilian FTE.

The Department also has a designated part-time restorative justice coordinator and uses volunteers in the Citizen And Police Partnership (CAPP) program. In 2010, there are 23 full-time FTE in the Department, not including the part-time restorative justice coordinator and crossing guards.

Police Department Mission, Values and Vision

Mission, vision and values shape law enforcement operations and operations define the character of the space that organizations occupy.

Mission Statement

The mission of the Erie Police Department is:

To communicate and work with the community to maintain a safe environment, prevent crime and enforce the law, while protecting the rights of all.

Values

As members of the Erie Police Department we proudly commit to the following values that will be used to guide our daily thoughts and actions:

Integrity	Impartiality
Compassion	Excellence
Dedication	Courage

Vision

To be a highly respected, well educated, professional police agency committed to leadership, unity and excellence.

Section I. Introduction

Like most contemporary, professional law enforcement mission statements, the Erie Police Department's mission statement focuses on public safety and active partnering with the community. This philosophy underlying these statements embodies community policing.

The Office of Community Oriented Policing Services of the U.S. Justice Department defined community policing as “ a policing philosophy that promotes and supports organizational strategies to address the causes and reduce the fear of crime and social disorder through problem-solving tactics and police-community partnerships.” Elements associated with community policing are found:

- In the organization (organization-wide philosophy, decentralized decision-making and accountability, fixed geographic accountability and generalist responsibilities, utilization of volunteer resources, and enhancers),
- In tactics used by the organization (enforcement of laws, proactive crime-prevention orientation, and problem-solving), and
- Outside the organization (public involvement in community partnerships and government and other agency partnerships).

Three general themes characterize community policing:

- Accountability to the community,
- Connection with the community, and
- Problem solving.

A number of these characteristics, particularly accountability and connection to the community and the development of partnerships, are clearly seen in the Police Department and are likely to grow with the organization.

Document Organization

This document is divided into the following sections:

- Section 1: Introduction, which provides background information about the project,
- Section 2: Trend Analysis, which provides information about trends which will influence Police Department size, space requirements, and functionality, as well as the implications of these trends for the future,
- Section 3: Functional Requirements and Space Needs, which identifies functional requirements for law enforcement components appropriate for the Erie Police Department, problems identified in the current spaces, and updated space requirements,
- Section 4: Options, which discusses **alternatives** to meet the identified need and **how the project could be phased**.

Section 2. Trend Analysis

This section provides information about trends which measure law enforcement activity, Town growth, and the implications of growth on law enforcement services.

Law Enforcement Trends

All data in this section was provided by the Erie Police Department.

Calls for Service and Traffic Stops

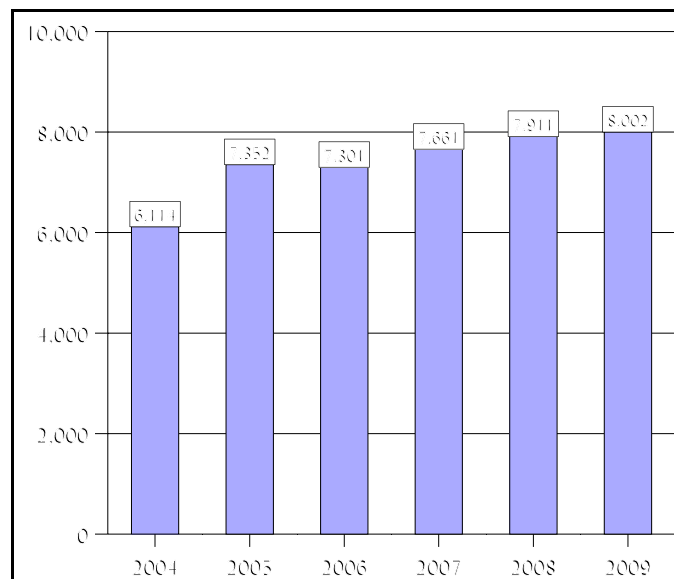


Figure 2.1 Trend in Calls for Service

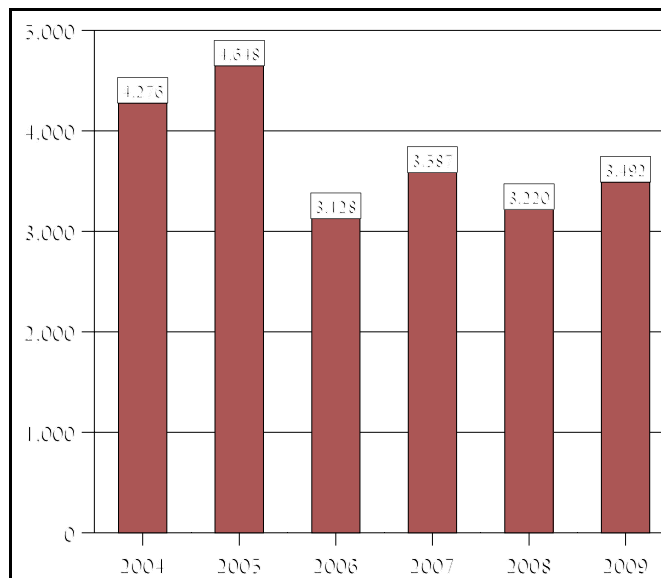


Figure 2.2 Trend in Traffic Stops

Calls for service provides information about the number of times that police officers are dispatched to respond to an event. Events include activities, such as traffic accidents, animal complaints, etc. well beyond offenses. Dispatching occurs through the Boulder County Regional Dispatch Center and will continue from this source for the foreseeable future. Calls for service does **not** include officer generated activities. As a result, it is an incomplete measure of activity. The most significant of these offi-

cer generated activities are traffic stops, but there many others - particularly in jurisdictions which have a community policing orientation. These officer-generated contacts help to cement partnerships with the community and appear to have a significant impact on “quality of life” issues associated with public safety and security. As a result, information on traffic stops likely underestimates law enforcement self-generated activities. In addition, officer time spent on “undirected patrol” (time when officers are not responding to calls for service, going to court, completing paperwork, and other administrative activities, etc.) is another

Section 2. Trend Analysis

critical aspect of proactive policing, which isn't represented in this data. "Undirected patrol" theoretically should account for no less than one-third of officer time.

Since 2004, calls for service have increased 31% since 2004; traffic stops have actually decreased 18%. In 2004, calls for service accounted for 59% of the volume of recorded activities shown in Figures 2.1 and 2.2. In 2009, calls for service accounted for 70%. This represents a shift in how officers are spending their time. During this period, the number of sworn FTEs remained at 20, 16 of whom were assigned to patrol.

Reported Part I Offenses

Part I Offenses	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	% Change
Homicide	0	0	0	0	0	0	0	0	0	0	0	
Rape	0	0	0	3	3	0	1	3	1	0	0	
Robbery	0	0	2	1	1	0	0	0	0	0	2	
Assault	19	42	44	40	41	61	52	63	35	34	35	84%
Burglary	50	17	27	39	26	41	63	60	37	19	32	-36%
Theft	28	60	72	84	67	93	99	110	63	81	133	375%
Auto Theft	4	5	12	3	5	9	24	18	9	11	9	125%
Arson	0	2	3	2	3	3	8	5	4	6	4	
Total	101	126	160	172	146	207	247	259	149	151	215	113%
Person	19	42	46	44	45	61	53	66	36	34	37	95%
Property	82	84	114	128	101	146	194	193	113	117	178	117%

Table 2.1 Trend in Part I Offenses

Part I Offenses represent only a portion of the crimes within a jurisdiction. They are, however, the most serious offenses, which have a significant impact on public perceptions of safety and security. They are felonies and typically use significant criminal justice resources. These 8 offenses are typically divided into person and property offenses. Overall, between 1999 and 2009, there was a 113% increase in all Part I Offenses. Person offenses increased 95% during this period. They were one-third of all Part I Offenses in 2000. They were 17% (the lowest of this 10 year period) of Part I Offenses in 2009. Property offenses increased 117% during this 10 year period.

Section 2. Trend Analysis

Adult and Juvenile Arrests

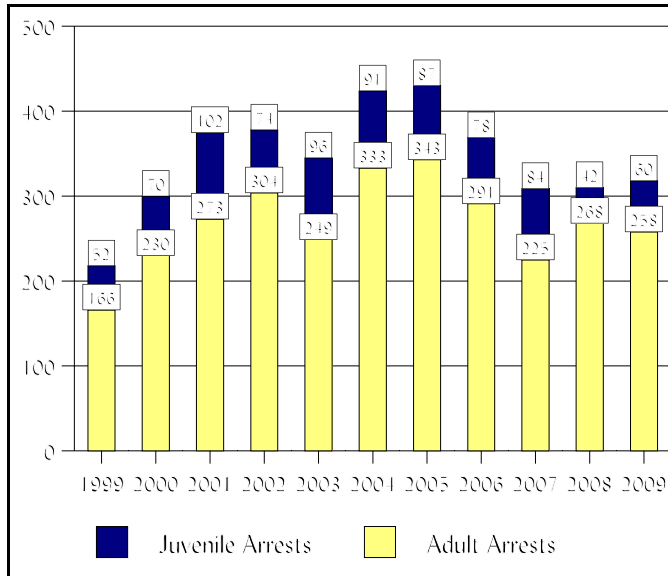


Figure 2.4 Adult Arrests

as a potential location for some enforcement and court activities, but it is not currently staffed.

Animal Control Activities

At present, officers carry out a number of functions which may also be done by civilian personnel. Animal control activities (dog at large, barking dog, animal neglect, etc) are one such activity. These activities have increased 136% since 2005. The increase does relate to the increased population of people and their pets. In addition, as these activities have become more numerous, the department has made an effort to document these activities more completely. It seems likely that a code enforcement position will be added in the not too far distant future.

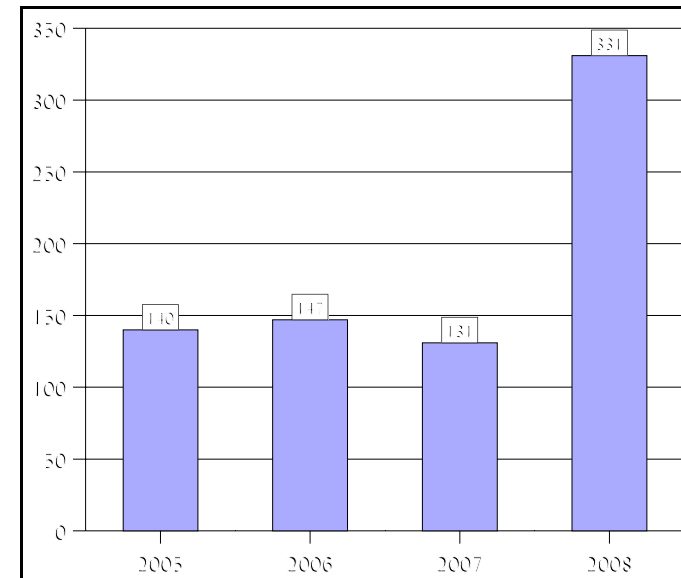


Figure 2.5 Animal Control Activities

¹ Mapquest

Section 2. Trend Analysis

Town Population Trends

All data in this section is taken from the 2005 Erie Comprehensive Plan. The Town's planning area is 48 square miles (larger than Broomfield which has 45 square miles). The current incorporated area is 18 square miles, and the projected incorporated area is 29 square miles. The Town and planning area lie in Boulder and Weld County. The Town has 113.84 total centerline miles which are patrolled by the Police Department. Arterial street miles account for 45.51 centerline miles; local streets account for 68.33 centerline miles.

Census Population

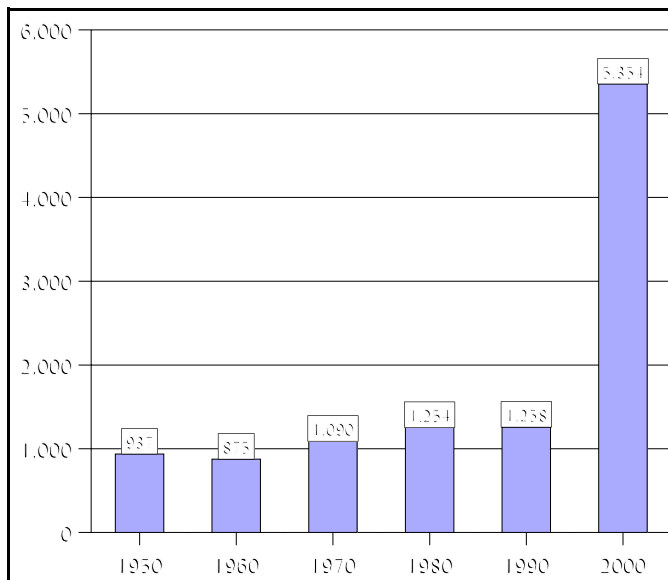


Figure 2.6 Town of Erie Census Population

Population of the Town has grown from 937 in 1950 to 5,354 in the 2000 census. Nearly all of that growth occurred between 1990 and 2000 and is related to the Town's successful development. The annualized growth rate in the decade between 1990 and 2000 was 17.46%. In situations such as this, state demographic estimates of population will significantly underestimate actual population, because they do not factor in the impact of development. The 2005 Erie Comprehensive Plan addresses this issue by tracking building permits.

Section 2. Trend Analysis

Estimates and Projections of Growth

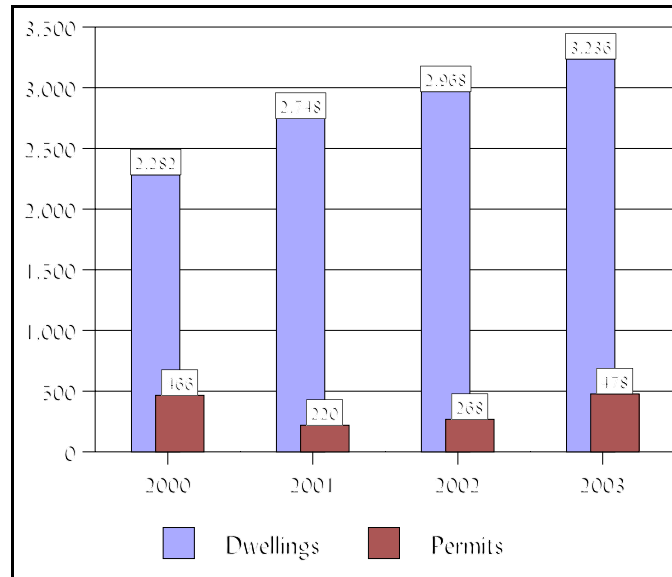


Figure 2.7 Dwellings and Permits (Actual)

ble 2.2 take the estimates from the comprehensive plan (2007, 2012, 2017 and 2025), extrapolate the years not presented, and apply the 2.76 resident average to the result. This allows us to approximate future populations.

At the time the 2005 comprehensive plan was completed, only data from 2000 - 2003 was available. This information was used to estimate population by assuming the average 2.76 residents per dwelling. This average is consistent with typical census averages.

The comprehensive plan then projected dwellings + permits, but stopped short of estimating population. Because an estimate of future populations is critical for this analysis, Figure 2.8 and Table 2.2

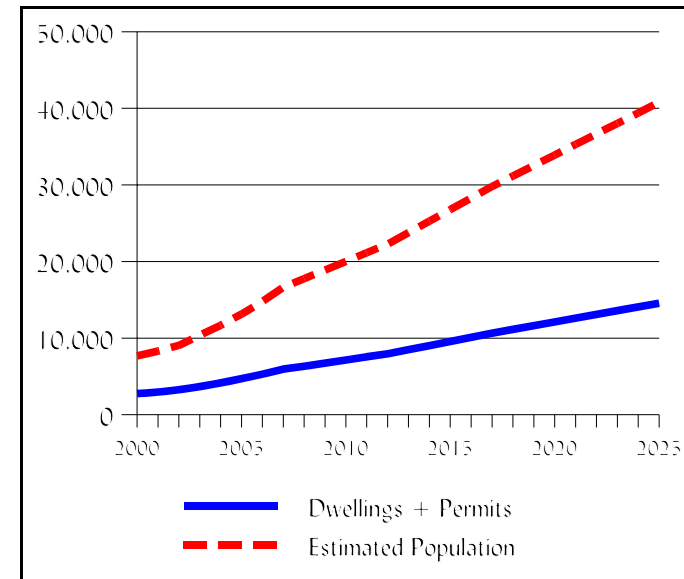


Figure 2.8 Estimated and Projected Dwelling + Permits and Town Population

	2000	2001	2002	2003	2004	2005	2006	2007	2008
Erie (Boulder)	4,282	5,910	6,391	6,511	6,631	6,723	6,996	7,160	7,646
Erie (Weld)	2,009	2,240	2,200	2,598	3,633	5,149	6,482	7,029	7,312
Erie (Total)	6,291	8,150	8,591	9,109	10,264	11,872	13,478	14,189	14,958
%									
Boulder	68%	73%	74%	71%	65%	57%	52%	50%	51%
Weld	32%	27%	26%	29%	35%	43%	48%	50%	49%

Source: Colorado State Demographer website - estimate of populations 2000 - 2008

Table 2.2 Trend in Population in Erie Portions of Boulder and Weld Counties

There has been a clear shift in the County in which the Town's population lives. In 2000, about one-third lived in Weld County. By 2008, about one-half lived in Weld County. It is worth noting that this population level is based on trends seen in 2000 and does not provide for growth which the Town knows has occurred based on building and occupancy permits. As a result, these numbers underestimate population.

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Year	Dwellings + Permits	Estimated Population	Year	Dwellings + Permits	Estimated Population
2000	2,748	7,688	2013	8,500	23,778
2001	2,968	8,303	2014	9,038	25,284
2002	3,236	9,053	2015	9,577	26,791
2003	3,714	10,390	2016	10,115	28,298
2004	4,178	11,688	2017	10,654	29,805
2005	4,700	13,148	2018	11,145	31,177
2006	5,288	14,793	2019	11,636	32,550
2007	5,949	16,642	2020	12,126	33,923
2008	6,351	17,768	2021	12,617	35,296
2009	6,754	18,894	2022	13,108	36,669
2010	7,156	20,019	2023	13,599	38,042
2011	7,559	21,145	2024	14,089	39,415
2012	7,961	22,271	2025	14,580	40,788

Table 2.3 Estimated Population (2000 - 2025)

If development continues as estimated, then by 2025, Erie can expect a population of approximately 40,000. Although the 2005 comprehensive plan estimated build-out at higher levels, based on the Town's assessment of current conditions, the 2025 population will be used as the basis for facility planning. This does not preclude the use of a phased facility development approach.

In 2010, Community Development identified population at 18,150, about 1,900 less than this method projects. The 2015 population, is estimated to be 25,650, about 1,100 less than this method projects. The 2025 population is estimated to be 40,680, about 100 less than this method projects. For purposes of this analysis, these differences are not significant, and the Town has continued to use these numbers from the 2005 comprehensive plan for their planning efforts.

For purposes of this analysis, it seems fair to say that:

1. Growth will occur. As a result, it is not if Erie's population will reach 40,000, but when.
2. Development seldom occurs exactly as planned. As a result, the potential for this growth trend to speed up or slow down exists. This suggests the need for facility planning based on flexibility and expandability.
3. Development will have a significant impact on the Police Department and all town functions. At this rate of development, simply based on growth, the Police Department could easily double in size.

Section 2. Trend Analysis

Impact of Development Types

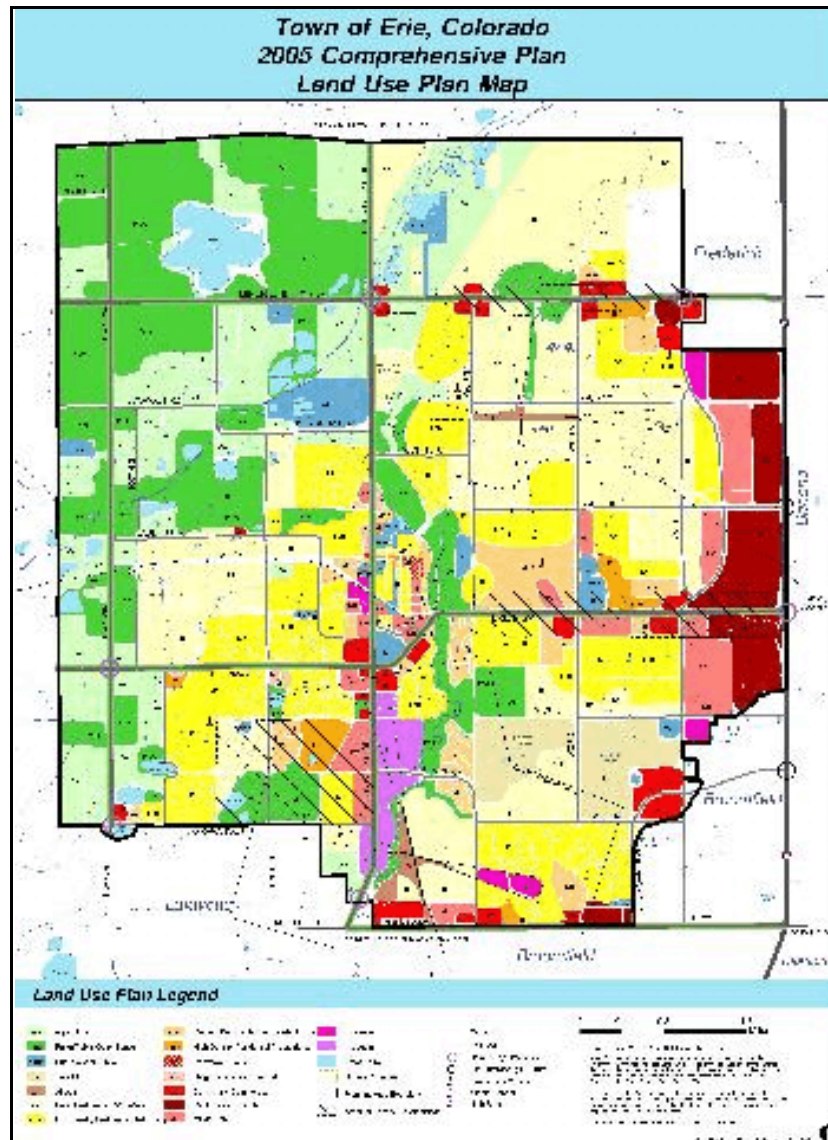


Figure 2.10 Town of Erie Land Use Map

The 2005 Town of Erie Comprehensive Plan clearly articulates the types of development planned, the town's policies for each type, and maps preferred land uses within the planning area. Land uses are divided into the following categories:

- Residential, divided into rural, low, medium and high density housing,
- Mixed use, divided into the downtown district and mixed use,
- Commercial, divided into regional, community and neighborhood commercial,
- Employment, divided into business and industrial, and
- Public and open space, divided into public/quasi public, parks and open space, landfill, agricultural, and airport.

Although residential population is a driver of police department size, it is far from the only influence. Commercial, employment and public/open space uses bring their own demands for police services as they:

- Bring non-residents to the community for work and recreation - some of whom will require services from the Police Department, and
- Have the potential to create opportunities for offenses, traffic and other issues related to public safety.
- Influence the types of demands for law enforcement services, for example, the addition of a large retail development, such as a mall, or multiple entertainment venues, create the demand for specific types of police services, such as investigation of theft and fraud in the case of large retail, or traffic control/management in the case of entertainment venues, particularly those which serve alcohol.

The most obvious conclusion that can be drawn from this map is that most development will occur in Weld County, while Boulder County areas will continue to be primarily rural residential, agricultural and open space. Much of the development planned for the major transportation corridors are industrial/business and/or commercial. For law enforcement, this will result in increasing

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interactions with the jail and courts in Weld County, which is at a greater distance from the Town. In the long-term, this will help to drive the number of staff required on patrol to provide basic services.

Growth Management

“Growth brings a number of benefits to a community; however, it also brings a number of impacts and costs. To help balance these factors, the Town seeks to promote an urban development pattern that represents the sustainable use of land, energy and other resources by encouraging orderly, contiguous growth and minimizing single-use or low-density, dispersed development.”

2005 Town of Erie Comprehensive Plan

As part of the comprehensive planning process, the Town formulated a strong policy on growth management. One of the articulated goals in this section of the comprehensive plan is to “ensure that development will pay its fair share of the costs to provide needed facilities and services.” This goal has a significant influence on the provision of future police facilities and services.

Implications for the Future Police Department

As noted earlier in this document, in planning for the future, it is important to recognize that there are many factors which can influence the pace of development. Build-out populations can change - and the specific business/industry and commercial developments are unknown. As a result, it is wise to think of size within a range and dates as existing on a sliding scale.

Methodology

Rates	2004	2005	2006	2007	2008	2009	Average
Calls for Service	0.523	0.559	0.494	0.46	0.445	0.424	0.484
Traffic	0.366	0.354	0.211	0.216	0.181	0.185	0.252
Total Arrests	0.036	0.033	0.025	0.019	0.017	0.017	0.024

Table 2.4 Ratios of Law Enforcement Activity to Resident Population

To estimate the future demand for law enforcement services, a ratio of the number of calls for service, traffic stops, and arrests to Town resident population was developed. Table 2.4 provides these ratios. The rates at which these activities occur have all been decreasing between 2004 and 2009. Calls for service is the activity which is the least controllable of these three. Traffic activities can be significantly influenced by the amount of time that officers have to devote to these activities, and arrests can be influenced by many factors including enforcement policies regarding the use of citations in lieu of arrest, the

incidence of offenses within the community, and broader social and legal issues.

Section 2. Trend Analysis

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Town Population	20,019	21,145	22,271	23,778	25,284	26,791	28,298	29,805	31,177	32,550	33,923	35,296	36,669	38,042	39,415	40,788
Based on average of rates 2004 - 2009																
Calls for Service	9,692	10,237	10,783	11,512	12,241	12,971	13,701	14,430	15,094	15,759	16,424	17,089	17,753	18,418	19,083	19,748
Traffic	5,046	5,330	5,614	5,994	6,373	6,753	7,133	7,513	7,859	8,205	8,551	8,897	9,243	9,589	9,935	10,281
Total Arrests	490	517	545	582	618	655	692	729	763	796	830	863	897	931	964	998
Based on low of rates 2004 - 2009																
Calls for Service	8,478	8,955	9,432	10,070	10,708	11,347	11,985	12,623	13,204	13,786	14,367	14,949	15,530	16,112	16,693	17,275
Traffic	3,628	3,832	4,036	4,309	4,582	4,855	5,128	5,401	5,650	5,899	6,148	6,397	6,645	6,894	7,143	7,392
Total Arrests	337	356	375	400	426	451	476	502	525	548	571	594	617	640	663	686
Based on high of rates 2004 - 2009																
Calls for Service	10,472	11,061	11,650	12,438	13,226	14,014	14,803	15,591	16,309	17,027	17,745	18,463	19,182	19,900	20,618	21,336
Total Arrests	726	767	808	863	917	972	1,027	1,081	1,131	1,181	1,231	1,280	1,330	1,380	1,430	1,480
Traffic	7,324	7,736	8,148	8,699	9,250	9,801	10,353	10,904	11,406	11,908	12,411	12,913	13,415	13,917	14,420	14,922
Estimated FTE	25	27	28	30	32	34	36	38	40	41	43	45	47	48	50	52

Table 2.5 Estimate of Future Levels of Law Enforcement Activities (Based on Low, Average and High Rates) and Town Population as Projected in this Analysis

This analysis suggests that in 2015, the Erie Police Department could receive between 11,350 and 14,000 calls for service. If current practices continue, the department would generate between 4,850 and 9,800 traffic activities and between 450 and 975 arrests. All numbers have been rounded. In 2025, the department could anticipate between 17,275 and 21,350 calls for service, 7,400 and 15,000 traffic activities, and between 685 and 1,500 arrests. At build-out of 68,820, the department could anticipate between 29,150 and 36,000 calls for service, 12,475 and 25,177 traffic activities, and between 1,160 and 2,500 arrests. For planning purposes, the numbers associated with the average rates seem to be the appropriate planning target.

This volume of activity would have a profound impact on the Erie Police Department - as well as all other Town Departments. Likely changes include:

- The department will be larger than it currently is.
- There will be increasing specialization as the department increases in size.
- Functions which are not financially viable at current levels are likely to become viable with growth.

For planning purposes, an estimate of future FTE was also developed. This would suggest that the Erie Police Department could reach 52 employees by 2025.

This estimate is based on the following assumptions and constraints:

- Town population grows as estimated. If growth slows or speeds up, the point at which there will be a need for additional personnel will vary.
- The FTE include all department employees, not simply patrol officers.
- Total department FTE to Town population was 1.2702 per 1,000. This ratio is applied to future populations.
- This estimate does not reflect changes to the community, such as the impact of commercial development or changes in the socio-economic character of the Town, which often have a significant impact on law enforcement requirements for personnel.
- It is worth noting that the Erie Police Department is among the most efficient in the north metro region.

Section 3. Functional Requirements and Space Needs

This section has been developed based on discussion with the Erie Police Department Planning Team. It describes issues identified in the current facility, functional requirements for areas used by the department, and space requirements for these spaces.

For purposes of this analysis, the department is divided into the following functional areas:

- Public Areas - these are spaces to which the public has access without an action by the department,
- Administrative Areas - these are spaces, primarily offices, used by department management,
- Records Areas - these are spaces for the storage of law enforcement records and associated staff,
- Staff Support Areas - these are spaces which are used by all department staff, primarily training, locker and break areas,
- Patrol Areas - these are spaces which are used by patrol supervisors and officers, primarily work areas and associated storage,
- Investigations Areas - these are spaces which are used by investigators, primarily office and associated storage,
- Interview and Interrogation Areas - these are spaces which are used to meet with victims, suspects, and witnesses,
- Evidence Processing and Storage Areas and Department / Personal Firearms - these are spaces in which evidence and found property are brought to the facility, processed and stored, and in which department and personal firearms are stored and cared for,
- Adult and Juvenile Processing and Holding Areas - these are spaces,
- Vehicle Areas - these are interior and exterior spaces used for secured entry to the facility, parking, and investigative purposes.

Relevant Terms

There are three types of space found in law enforcement facilities:

- Public Access Space - areas to which the public has free access, such as a lobby, (except when the building is locked). Entry and exit are not controlled. Public entry from the outdoors enters this type of space. Corridors in this type of space are called public circulation.
- Controlled Access Space - areas, such as offices and other work areas, used by department staff and sometimes the public when allowed into the space and (often) accompanied by department staff. Entry is controlled to allow staff to enter and exit freely, often through a staff entry. Entry is typically controlled by key or key card access. Staff must take an action to allow the public to come into this area. Exiting for the public is free. There may be multiple levels of controlled access within this type of space. For example, evidence storage is a controlled access area to which a very small number of department staff have access. Corridors in this type of space are called controlled circulation.
- Secure Access Space - areas which are kept secure, with both entry and exiting controlled. Only processing and holding areas in police facilities are secure in this sense. Corridors in this type of space are called secure circulation and have a unique feature called a sallyport (for vehicles) or an interlocking vestibule (for people). This vestibule has two doors which interlock so that only one door can be open at a time except in cases of emergency.

Section 3. Functional Requirements and Space Needs

Public Areas**Current Issues**

1. Access -
 - a. The primary entry to the facility is not handicap accessible.
 - b. After hours, the public can not get into the building - to get out of the weather or to seek safety/shelter from a threat which has brought them to law enforcement.
 - c. It is unclear which door the public should go to get to police personnel or services after hours.
2. Identification - there is nothing on the exterior of the building identifying it as the police station.
3. Security Issues -
 - a. Lighting - light levels on the exterior of the building - particularly away from the front entrance - are not likely to be perceived as safe by the public.
 - b. Security is related to both lighting and access. At present, when the building is open, in public areas, there is little security. When the building is closed, access to the Police Department occurs by using a direct phone (exterior blue box) to communications. During this, the public stands outside the building without shelter from either weather or other people.
4. Confidentiality -
 - a. People often come to the police department when there are problems. Many of these can be personal and embarrassing. Space constraints often mean that at least an initial discussion of these issues occurs in an open waiting area in which there are other people and potentially in front of other staff.
 - b. This issue extends to the lack of acoustic confidentiality in many staff work areas, including offices.
5. Victim's Perception of the Department's Concern- although department staff clearly consider victims, respond professionally to victimization, and want to protect the rights of victims, the mixed circulation, quality of public spaces and the lack of adequate interview space send a message that may enhance victim perception of vulnerability. When victims, suspects, and witnesses share the same waiting and reception areas, there is significant potential for intimidation and resulting interaction may jeopardize the department's ability to prosecute cases.
6. Lack of Space for Community Partnerships - these partnerships are a foundation of community policing. There is little space for volunteers - particularly those who interact with the department frequently.
7. Release of Evidence and Property - currently evidence and found property are released from the counter at records into public circulation in the Town Hall. For some items, this is not an issue. However, there are large items and weapons that should not be released this way (see evidence and property management section).

Section 3. Functional Requirements and Space Needs

Functional Requirements

1. Public Entry Needs -
 - a. Clearly identified public entry which allows the public to get out of the weather.
 - b. After hours entry that provides a way to get the public into a secured area, such as a lobby after hours, so that they can be safe until officers arrive.
 - c. Accessible entry at the primary point of public entry.
 - d. Clearly marked entry, indicating that this is the police station.
 - e. Lighting levels consistent with “safe streets” and defensible space practices.
2. Public Lobby, Waiting and Reception -
 - a. The ability to separate victims, witnesses, suspects and others who have business with the department.
 - b. An image that reflects the department’s professionalism and philosophy regarding the community they serve.
3. Confidentiality - the ability to provide for an appropriate level of confidentiality at the point of first contact with the department.
4. Community Partnerships -
 - a. The ability to provide space for frequent volunteers, training for the public, store supplies and information for the public, etc.
 - b. Provide access during defined non-business hours (many members of the public who need to do business with the department work during normal business hours).
5. Security without a Fortress Appearance - the public reception area must provide security for staff, particularly civilian staff who greet the public, without creating the impression that space has been designed to keep the public away.
6. Community Expectations -
 - a. To achieve its mission, the police facility must be consistent with community perceptions/expectations for a police facility.
 - b. Space in which the Police Department **interacts** with the public **needs to** create an image that reinforces public perceptions that the department is able to address the citizen’s issues effectively, to use its resources to meet community expectations and needs, and to clearly reflect an image of a professional, capable, responsive police department.

Section 3. Functional Requirements and Space Needs

Space Requirements

Room #	Subroom #	Room Name	# of Rooms	SF / Room	SF Programmed	SF / Subroom	Comment
1.1		Weather Vestibule	1		0		Included in circulation; free access in; emergency call immediately outside
1.2		Public Lobby	1	200	200		
	a	seating				150	Seating for 10 visitors @15 sf
	b	phones, public access computer				35	
	c	display cabinet				15	
1.3		Public Restroom	2	60	120		Accessible
1.4		Janitor Closet	1	35	35		
1.5		Community Meeting Room	1	750	750		Seating for 30 occupants @25 sf; internal expansion area, potentially part of Phase 2. May be associated with a future court component
1.6		Community Meeting Room Storage	1	80	80		Internal expansion area; potentially part of Phase 2
Subtotal All					1,185		
Subtotal Phase 1					355		
Subtotal Phase 2					830		

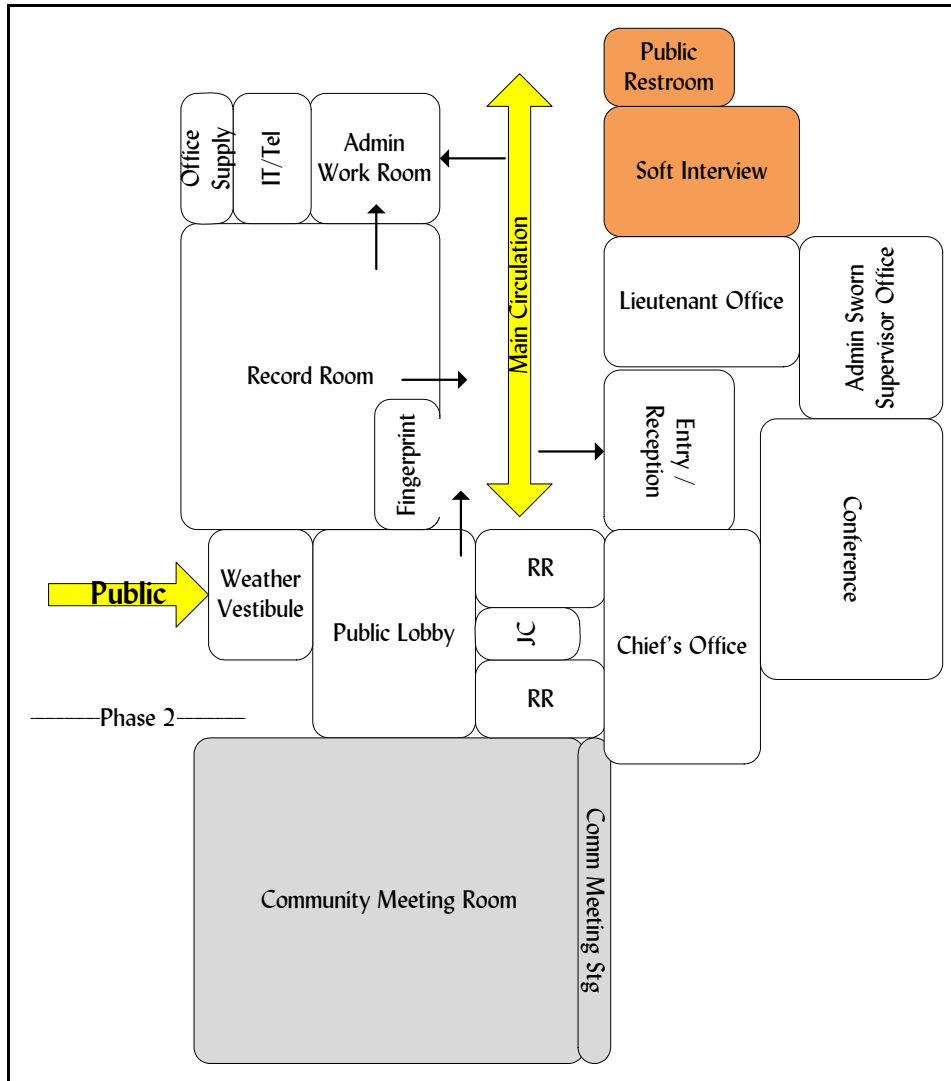
Explanation of Columns

Room #	Each room is assigned a discrete number. The first number shown is the number assigned to this space component, i.e., in room 1.1, the number 1 identifies this room as part of public areas and ".1" indicates it's the first room. Think of rooms as having four walls and a door. As a design progresses, this is refined.
Subroom #	A subroom is a portion of a room that serves a specific purpose. Each subroom has a letter assigned to it. This allows you to see how space for that function is estimated.
Room Name	An assigned room name.
# of Rooms	The number of rooms of this type.
SF / Room	This is the net square feet (usable space within the room).
SF Programmed	This is # of rooms multiplied by the SF / Room.
SF / Subroom	This is the net square feet assigned to a designated area of a room. The sum of these will add up to SF / Room.
Comment	Provides an explanation of how space was calculated

All SF assigned to rooms is totaled.

Section 3. Functional Requirements and Space Needs

Adjacency Diagram



Adjacency diagrams differ from floor plans in the following ways:

1. They are not scaled (although these diagrams are at least 95% accurate in terms of net square footage size).
2. They focus on the relationships among spaces, i.e., which spaces are adjacent to each other, rather than a specific room layout. Spaces shown in this diagram could be reversed left to right, or top to bottom.
3. Because the drawings are two dimensional, but buildings are developed in three dimensions, the relationship could also be above and below.
4. They show preferred circulation paths.

This diagram shows the relationship of public, administrative and records components. Spaces shown in a dotted line and gray could be deferred to a second building phase. The location of a future "community meeting room" is also an appropriate location for a future municipal court.

Section 3. Functional Requirements and Space Needs

Administrative Areas**Current Issues**

1. Meeting Area -
 - a. There is no place within department space, other than the Chief's Office, in which small meetings can occur.
 - b. Some meetings which should occur inside the department, because of confidentiality issues, occur in the shared areas. Any materials developed as a result of this meeting (whiteboards) can't be left in the room and conversations can potentially be overheard.
2. Lack of Office Space - there is no office space for any new administrative positions.
3. Lack of Storage - there is a lack of storage space for files, books, video equipment, etc. accumulated by staff in these offices. These files need to be secured from public access, and some should be secured within the department.

Functional Requirements

1. Additional Office Areas - today there are two staff (Chief and Lieutenant) who have offices in this area. As the department grows, there will be a need for additional offices as administrative personnel are added.
 - a. A supervisory-level, sworn administrative position is likely within the next 1 - 3 years. This position will require an enclosed office.
 - b. An administrative assistant (civilian) is a likely position within the next 1 - 5 years. This could be an open workstation rather than an enclosed office.
2. Conference Room (Multi-use) - the department needs a conference room for meetings outside of the Chief's Office. This should be accessible to all department staff for a variety of departmental and public meetings.
3. Access to the Public - this area needs to be in close proximity to the point at which the public enter the facility - as in the current facility.
4. Confidentiality - it should be possible to provide for visual and acoustic privacy in these offices and meeting areas.
5. The most likely functions to be added at this level are inventory control and management, purchasing, budgeting, and coordination of activities, such as training.

Section 3. Functional Requirements and Space Needs

Space Requirements

Room #	Subroom #	Room Name	# of Rooms	SF / Room	SF Programmed	SF / Subroom	Comment
2.1		Entry/Reception	1	125	125		
	a	seating				60	seating for 4 @15 sf
	b	workstation				65	open workstation for civilian admin position
2.2		Chief's Office	1	200	200		
2.3		Lieutenant Office	1	150	150		
2.4		Administrative Sworn Supervisor	1	150	150		Anticipated w/in 3 yrs
2.5		Conference Room	1	320	320		
	a	seating				300	seating for 12 @ 25 sf
	b	utility				20	coffee, other conference services
Subtotal All					945		
Subtotal Phase 1					945		
Subtotal Phase 2					0		

Adjacency Diagram

See diagram on page 3.5.

Records Areas

Current Issues

1. Staff and Hours Available -
 - a. Space restricts the ability to add staff to this function.
 - b. The most likely approach would be to extend hours so that this function is available after 5 PM. Access to this function after hours at this facility would be challenging at best.
2. Access -
 - a. Records must be a controlled access area to comply with the requirements of the National Crime Information Center (NCIC) and the Commission on Accreditation of Law Enforcement Agencies (CALEA). While CALEA standards are advisory, they define best practice. NCIC requirements are mandatory. This extends to restricted ability of the public to view NCIC terminals.
 - b. The department needs to maintain physical control of all enforcement records. This requirement extends to staff access, i.e, officers should not be able to remove an item from records without records personnel knowing it has been taken.

Section 3. Functional Requirements and Space Needs

3. There is no area in which to expand the restorative justice program. The restorative justice program is a deferred prosecution and deferred sentencing program operated by the Police Department. There is a high degree of public contact with this person. As caseloads in court expand, the hours when this position is filled will increase. This person does not currently have an office; a workstation in records is currently used, but since records must be a controlled access area, this approach is problematic.

Functional Requirements

1. Public Reception -
 - a. Records serves as the point of public reception to police spaces. This is good practice and will continue, since the information in records is one of the most common reasons that people come to the Police Department. Space must continue to reinforce the department's customer service philosophy.
 - b. It should be possible to provide public access to records after hours without compromising the security of the entire facility.
 - c. Records needs to be able to see who is in the waiting room.
2. Expansion Space - it needs to be possible to add a third position to records within the next 1 - 10 years. At present, this would require at least one additional workstation - even if records hours were staggered.
3. Integrity of Records -
 - a. The area in which records are stored needs to be able to be secured during hours when records staff are not working.
 - b. Staff in records must be able to see anyone attempting to access the area in which records are stored.
4. Storage -
 - a. The department does scan some information, does not print all items and is attempting to be as "green" as possible in its paper management processes. However, some items will continue to be maintained in hard copy in the foreseeable future.
 - b. The department has responsibility to retain records in compliance with state records retention statutes.
 - c. The department needs to maintain 3 years of records on-site, 10 years off-site, and 10+ in archives off site. This strategy will not change.
 - d. However, the amount of records associated with each of these categories will increase as the volume of activities increases. The Police Department maintains about 150 linear feet of records. The type of records kept include arrest reports, accident reports, police reports, investigations cases not maintained in the investigations unit, notebooks (i.e., major cases), video, dvd, etc. Although increasing more of these items are stored electronically, some items will continue to be kept in hard-copy - particularly while during current year.
 - i. Police records of all types accounted for 50 linear feet of storage for years 2008 - 2010.
 - ii. General file storage accounted for 75 linear feet of storage.
 - iii. Miscellaneous file storage accounted for 25 linear feet.
 - iv. The adjacent table summarizes anticipated future records requirements (2025).

Section 3. Functional Requirements and Space Needs

5. The department fingerprints the public for a variety of required clearances (i.e., teachers, day care providers, taxi drivers, etc). Records currently does this and will continue to do so. This should be near the public lobby, but not in it. At present, the department uses inked prints, which requires access to a hard surface on which to roll prints and a place to clean hands). At some point, the department will need to move to a digital fingerprinting system for this class of prints (see also the section on processing and holding of prisoners).
6. Restorative justice also interacts with patrol and will be located near that component in the future.

	2010		Storage Type	Units Needed	Space Needed
Type of File	linear feet	linear inches			
police reports (3 yrs)	50	600	open shelving	1	28
general	75	900	moveable	1	20
miscellaneous	25	300	moveable	1	20
	2025				
police, accident reports (3 yrs)	160	1,920	moveable	2	40
general	240	2,880	moveable	3	60
miscellaneous	80	960	moveable	1	20

The linear feet of file storage is estimated as a ratio of the current amount to current population. This is escalated to anticipated population at 2025. The moveable shelving system is the most efficient and could be purchased in segments as needed. As electronic storage of records increases, this area could become internal expansion space.

Space Requirements

Room #	Subroom #	Room Name	# of Rooms	SF / Room	SF Programmed	SF / Subroom	Comment
3.1		Record Room	1	350	350		
	a	public reception counter				65	includes 1 clerical workstation
	b	clerical workstation				130	2 workstations (1 current, 1 expansion)
	c	file storage				120	moveable 5 tier shelving sections; 20 sf per 1,000 linear inches of files
	d	NCIC/CCIC workstation				35	
3.2		Public Fingerprint Area	1	45	45		
3.3		Administrative Work Room	1	100	100		copier, scanner, work surface
3.4		IT /Telephone Support	1	60	60		
3.5		Office Supply Storage	1	40	40		
Subtotal All					595		
Subtotal Phase 1					595		
Subtotal Phase 2					0		there is some potential to defer a portion of records

Section 3. Functional Requirements and Space Needs

Adjacency Diagram

See diagram on page 3.5.

Staff Support Areas

Current Issues

1. Training / Meeting Space -
 - a. The department does not have a place to do classroom style training - particularly for smaller groups, i.e., roll call training. As a small department, it has been possible to use the conference room in the basement of the Town Hall or use space in other town facilities. As the department increases in size, the most cost-effective way to do training will be to move to larger classes which does not fit into this space. Space outside the department becomes less viable because of the content of the training and the equipment needed for it.
 - b. The department does not have a place to do defensive-tactics and associated physical training or intermediate weapons training (taser, batons).
 - c. Storage of training equipment and materials is inadequate. As a result, this information is often stored in lockers. This may work for some materials, particularly small items, but doesn't work for larger pieces of equipment. This contributes to the inadequacy of current lockers.
 - d. Like most small departments, the police department has no designated trainers. Rather staff develop the skills and credentials to become trainers in a particular topic. There is no area in which to store their materials / training resources and no place to work on preparation for training.
2. Planning and Tactical Areas - the department does not have an area large enough and private enough to plan tactics and prepare for any special operations or emergencies. This is particularly problematic since these areas need to be inaccessible to the public and because these planning sessions often include other law enforcement agencies.
3. Emergency Operations and Communications - the department does not have a place to set up an emergency operations center or an incident command area in the event of a public safety emergency. It would be desirable to have enhanced communications capability in the event of an emergency.
4. Locker Areas -
 - a. The size and number of lockers currently available is not adequate. This issue is complicated because the department does not use assigned cars for patrol. As a result, the option of storing law enforcement equipment, which includes a number of bulky items and weapons (rifles and shotguns in particular), in a vehicle trunk is not an option.
 - b. The lack of adequate storage space of other types results in locker rooms being used for storage of items, such as bicycles for the bike patrol. This will become an immediate issue when the department hires a female officer.
5. Break Room
 - a. There is no break area within the department. The area currently used is shared with other departments. While a shared facility does help to promote opportunities to interact with staff in other departments, placing it outside the department's area means that staff leave the office during breaks. **This presents problems for telephone answering, particularly during non-business hours.**
 - b. This area is not **adequately sized for the number of people who need to use it, particularly during weekdays.**

Section 3. Functional Requirements and Space Needs

Functional Requirements

- I. Multi-use Training / Briefing / Roll Call Room
 - a. The department needs to be able to do classroom style training for a group of 25 (whole department) at tables and chairs. As larger meetings are required, it should be possible to move the tables into an adjacent storage area. This type of space would allow the department to open any outside training brought in to other department, potentially generating revenue.
 - b. This will be multi-use space which will be used for meetings, roll call, operations planning and debriefing, incident command events, and other group activities. If the department increases in size over what is anticipated in this study, this area should be viewed as a potential internal expansion space with new training space provided outside of the initial footprint of the facility.
 - c. If this space is designed flexibly, it can also be used for some types of smaller group physical training, such as pressure point control tactics (PPCT), and intermediate weapons (taser and baton). However, this space is not intended to resemble or function as a gym or work out area. It is particularly useful as a remedial training area.
 - d. As a training room, adjacent storage is needed for training equipment (any AV equipment which is not installed, mats, strike pads, redman suits, taser targets, flip chart, map racks, smart board, etc.)
 - e. As a roll call room, storage for any shared equipment which is issued at roll call or checked out (radar guns, video cameras, tasers, radios, battery packs, PBT kit, AED unit, laser unit, etc.) should be adjacent, but able to be secured. Although firearms (AR 15, Mini 14 rifle) and less than lethal weapons (shotgun) can be checked out, they will be stored in the armory. This equipment needs electrical outlets. These items must be stored in a locked area.
 - f. Staff mailboxes need to be near this area.
 - g. This room is also available for training offered to the public (as the department elects) and meetings with the community, which do not occur elsewhere.
2. Training Resources - the department needs a place to provide individual training, store training materials (books, video, DVD, files). Trainers will need to use this area to develop training materials and lesson plans. A computer workstation and printer are needed here as is a small work table.
3. Break Room
 - a. The department needs an area in which up to 6 people can take a break and eat a meal away from their work area.
 - b. A small utility area, which includes a refrigerator, sink, microwave, dishwasher, and storage cabinetry, is needed in this area.
4. Locker Room
 - a. Sworn staff need adequately sized lockers to store equipment issued to them including, but not limited to: an extra uniform and weather gear, equipment (taser, hand-held radio, portable breath test equipment which must be plugged in to charge/recharge batteries), vests, helmets, flashlights, and a duty bag. Personal and department issued firearms will not be stored in the locker areas. (See later Evidence Processing / Storage and Department / Personal Firearms). The amount of property to be stored is related to the fact that the department does not have take home vehicles; during the foreseeable future, this policy will continue. The preferred locker size is 36" x 24" x 90" with flexible internal configuration.
 - b. This area needs to include showers and restrooms.

Section 3. Functional Requirements and Space Needs

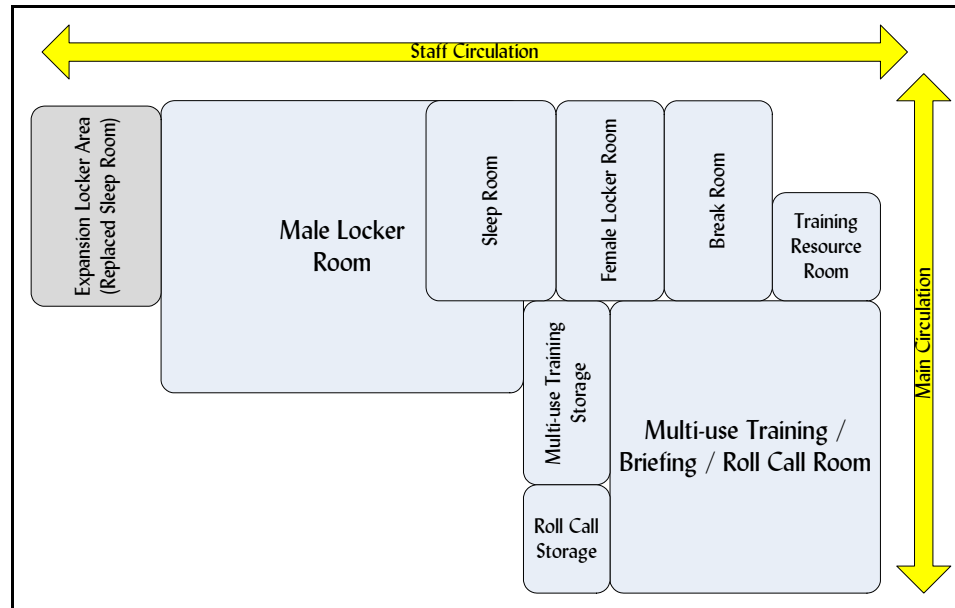
- c. Locker areas need to be available for both male and female staff. For planning purposes, the department believes 20% of sworn staff could be female. At current staffing levels, this would result in one female officer per shift. As the department grows, this number will increase.

Space Requirements

Room #	Subroom #	Room Name	# of Rooms	SF / Room	SF Programmed	SF / Subroom	Comment
4.1		Multi-use Training / Briefing / Roll Call Room	1	675	675		
	a	seating				625	25 occupants @25 sf
	b	AV/podium				25	
	c	mailboxes				25	
4.2		Multi-use Training Storage	1	150	150		
4.3		Roll Call Locked Storage	1	80	80		
4.4		Training Resource Room	1	100	100		
	a	workstation				65	
	b	media, file storage				35	
4.5		Break Room	1	185	185		
	a	seating				150	6 occupants @25 sf
	b	utility				35	
4.6		Male Locker Room	1	655	655		
	a	shower				50	2 showers @25 sf
	b	restroom				125	2 toilets, 1 urinal, 2 sinks (@25 sf each)
	c	lockers				480	32 full-size lockers (36"x24"x90) @ 15 sf
4.7		Female Locker Room	1	185	185		
	a	shower				25	1 shower @25 sf
	b	restroom				100	2 toilets, 2 sinks (@25 sf each)
	c	lockers				60	4 full-size lockers (36"x24"x90) @ 15 sf
4.8		Janitor Closet	1	35	35		
4.9		Sleep Room	1	210	210		future locker area; 14 full-size lockers @ 15 sf
4.10		Expansion Locker Area	1	210	210		lockers expand into sleep room; sleep room relocated in Phase 2
Subtotal All					2,485		
Subtotal Phase 1					2,275		
Subtotal Phase 2					210		

Section 3. Functional Requirements and Space Needs

Adjacency Diagram



This adjacency diagram locates support areas centrally in the facility. Locker and break areas are located away from more public areas. To address the uncertainty regarding the future number and proportion of male and female staff and to minimize the number of lockers that must be provided initially, a sleep area is located between the male and female locker room. As the need for lockers increases, expansion into the sleep area will be the first option. In a second phase, the sleep room could be replaced and/or the female locker room relocated.

Patrol Areas

Current Issues

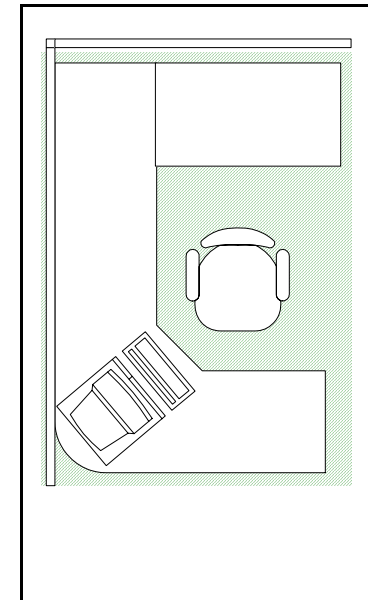
1. Current workstations do not provide enough storage area (file and shelving) for frequently used materials.
2. Current workstations are not adequately sized for the functions carried out at them (primarily report writing).
3. Officers do not have personal workstations.
4. Activity and noise in the area is transferred throughout the building. There is no acoustic separation of this area from facility circulation.
5. Interviews of persons arrested occurs in this area which provides them with more access to information and items than they should have.
6. Although a considerable amount of equipment is issued to individual officers and to vehicles, the department does not have adequate bulk storage areas for issued items (see list later in this section).
7. The department does not have an armory in which to store or work on weapons.
8. As the department increases in size, it is likely that some specialization will occur. The most likely specialized areas are k-9, expansion of the school resource officer program, code enforcement and development of community service (code enforcement) officers, crime prevention. There is no room for expansion.
9. Patrol officers work three shifts. For officers working the day or swing shift, court appearances, availability for training, and the routine activities of life present fewer problems. However, for officers working the night shift, there are often issues associated with activities, like court, which occur during the day.
10. Patrol officers are responsible for accident investigations. The large trunk (3' x 2' x 2') is currently stored in the women's locker room. This item should be closer to where it is put into vehicles.

Section 3. Functional Requirements and Space Needs

11. There is not enough wall area to provide a place to post notices and pass-on information.
12. Sergeants do not have an office which provides a confidential place to talk with a subordinate.
13. The facility does not provide an area in which status offenders who can not be held in a locked environment or otherwise secured. (See later section on adult and juvenile processing areas).

Functional Requirements

1. Officers may share workstations, but require individual storage areas for their personally issued items which are used in this area. The current overlap of officers in the building at one time is no more than 6. As the department grows, the number of officers in the building at times of shift overlap will increase. This practice promotes accountability and provides an area to store materials, especially paper and media, which are best stored in an office environment.
2. Each workstation needs be adequately sized to accommodate a computer monitor, keyboard, full-sized file cabinet (or 2 under-counter files), a work surface, places to plug in equipment (phone, laptop, hand-held radio, etc).
3. There is a need for open mailbox type storage of frequently used forms. Although ultimately more forms will be available electronically, a number of forms will continue to be in hard copy. Note that the department needs to store forms for two judicial districts (not the same forms).
4. Officers in this area need to have some degree of acoustic separation from facility circulation.
5. Officers in this area will share equipment (such as printers, scanners, etc) and commonly used books and reference materials, forms, and a radio base station.
6. This area needs to be able to observe prisoners in the holding cells in the processing. A direct line of sight is preferred; this must be augmented by video surveillance. Patrol needs to be able to observe juvenile status offenders without having them in the patrol work area.
7. This area needs to be adjacent to the processing / holding areas and evidence processing.
8. This area needs to be able to accommodate future expansion of the patrol function without reducing the amenities that are available to officers.
9. The department needs an area in which officers who work the night shift could rest between the time they come off duty and the time when they must go to court. Note that this will become an increasing issue as more court occurs in Weld County.
10. Although a considerable amount of equipment is issued to individual officers and to vehicles, the department needs to have bulk storage for a supply of these items.
 - a. Items issued to officers include:
 - i. Long-sleeved shirts (3),
 - ii. Short-sleeved shirts (3),
 - iii. Pairs of pants (3),

**Patrol Style Workstation**

Section 3. Functional Requirements and Space Needs

- iv. Jacket,
- v. Dress hat,
- vi. Ball cap,
- vii. Clip on tie,
- viii. Inner belt,
- ix. Outer belt,
- x. Holster,
- xi. Cuff case,
- xii. Handcuff (2),
- xiii. Radio holder,
- xiv. Flashlight ring,
- xv. Asp or Opn,
- xvi. Hand-held radio,
- xvii. Cell phone,
- xviii. Belt keepers,
- xix. Hobble,
- xx. Magazine pouch,
- xxi. Duty bag,
- xxii. Large posse box,
- xxiii. Small posse box,
- xxiv. Boots,
- xxv. Assorted paper work,
- xxvi. Ticket books,
- xxvii. Shirt badge,
- xxviii. Jacket badge,
- xxix. Hat badge,
- xxx. Lapel brass,
- xxxi. Name tag, and
- xxxii. Digital camera.
- b. Items issued to vehicles include:
 - i. Spare tire,
 - ii. Fire extinguisher,
 - iii. Jack,
 - iv. Jumper cables,

Section 3. Functional Requirements and Space Needs

- v. Tire iron,
- vi. Evidence collection bags (paper/plastic)
- vii. Narcotic Identification Kit,
- viii. Fingerprint Kit,
- ix. Slim Jim,
- x. Traffic wheel,
- xi. Red bag,
- xii. Traffic bag,
- xiii. Medical bag,
- xiv. Caution tape,
- xv. Stop sticks
- xvi. Caution devices (flares, triangles, etc),
- xvii. Blanket, and
- xviii. Latex (non-latex) gloves.

- 11. Future programs and specializations could impact space requirements in patrol.
 - a. The development of a Reserve Program is likely to create a need for a small office or work area in which anything belonging to the program could be stored (predominantly files and sometimes equipment). If the department offers Reserve Officers the same amenities as Patrol Officers, there could be a small spill-over impact in shared support areas (such as lockers) and supply equipment storage areas.
 - b. A K9 program could have a minimal impact on space requirements (such as a kennel) and the storage of equipment used in this program. K9 programs typically provide a locker area for equipment used by K9s and their handlers. Storage of training equipment can occur both in an enclosed and climate controlled area (i.e. sleeves) and outside (ladders, ramps, etc).
- 12. **The restorative justice program seems likely to increase in scope (hours of service provided) as court caseload grows. This program needs access to an area in which they can meet with participants, victims, and others involved in this program, as well as store items, currently predominantly paper, used in this program.**

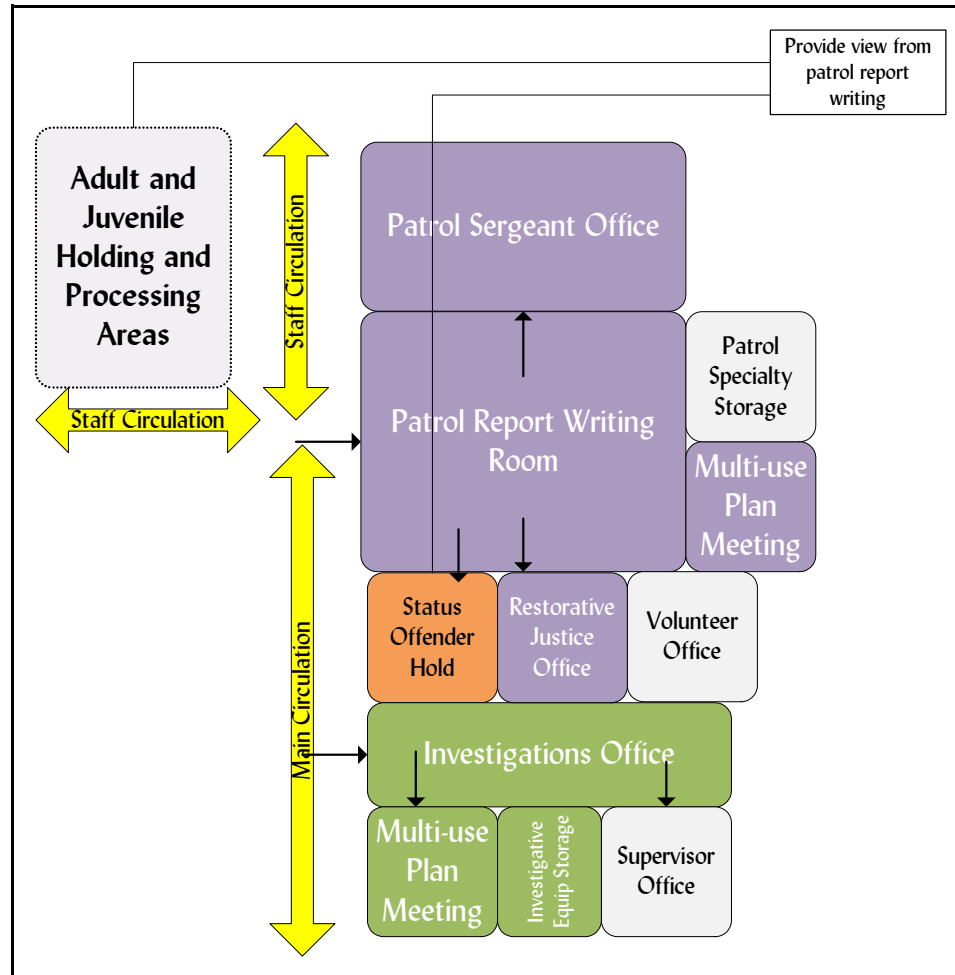
Section 3. Functional Requirements and Space Needs

Space Requirements

Room #	Subroom #	Room Name	# of Rooms	SF / Room	SF Programmed	SF / Subroom	Comment
5.1		Patrol Report Writing Room	1	500	500		
	a	workstations				400	8 workstations (6 current, 2 future) @ 50 sf; as department size increases, internal expansion into multi-use training; new training space added in Phase 2
	b	shared equipment workstation				50	
	c	shared file, media storage				50	
5.2		Multi-use Planning Meeting Room	1	100	100		4 occupants @ 25 sf
5.3		Patrol Sergeant Office	1	325	325		5 occupants @ 65 sf
5.4		Restorative Justice Office	1	100	100		
5.5		Patrol Specialty Program Storage	1	100	100		Storage for future undefined patrol programs (not items suitable for exterior or basement storage)
5.6		Volunteer Office	1	100	100		Could be added in a second phase
Subtotal All					1,225		
Subtotal Phase 1					1,025		
Subtotal Phase 2					200		

Section 3. Functional Requirements and Space Needs

Adjacency Diagram



Patrol has several critical adjacencies. Officers in the patrol report writing room need to be able to see into the adult and juvenile processing areas. The direct view (which may be across a corridor) is augmented by CCTV. Patrol officers also need to be able to see into the status offender hold (an interview room). Entry to this room is from the patrol area, rather than the corridor, to make it more obvious if someone in this room leaves.

Investigations Areas

Current Issues

1. The department currently has one investigator, but there is no area in which to add another workstation to this area when an additional investigator is needed.
2. Investigators often have some supplies, such as their major case, call out supplies, in addition to those issued to patrol officers. The department lacks adequate storage areas for these items.
3. Investigators have no place to view video or to place a telephone call which can not extraneous sound. As investigations grows, this will become even more of an issue.

Functional Requirements

1. The department needs a flexible, expandable work area for investigations. This area has many of the same characteristics as areas used by patrol. It needs acoustic separation from circulation and needs to be able to be secured.

2. This area needs to provide for storage of materials used in the investigation of major cases. Items are typically stored in trunks or cases for portability.
3. See interview and interrogation areas for other information about investigations.

Section 3. Functional Requirements and Space Needs

4. Investigators work areas provide for the same use of equipment as patrol. These are assigned open workstations in an area which can be secured. Investigators need access to an internal work area in which to view video, make telephone calls (as defined above) without disturbing other staff at work. This area can also be used for interviews.

Space Requirements

Room #	Subroom #	Room Name	# of Rooms	SF / Room	SF Programmed	SF / Subroom	Comment
6.1		Investigations Office	1	340	340		
	a	workstations				240	3 workstations (1 current, 2 future) @ 80 sf
	b	shared equipment workstation				50	
	c	shared file, media storage				50	
6.2		Multi-use Planning Meeting Room	1	100	100		4 occupants @ 25 sf
6.3		Investigative Equipment Storage	1	80	80		
6.4		Supervisor Office	1	100	100		This is a future position, but requires location with this unit. It may be more cost effective to construct now rather than later.
Subtotal All					620		
Subtotal Phase 1					520		
Subtotal Phase 2					100		

Adjacency Diagram

See diagram on page 3.18.

Interview and Interrogation Areas

Current Issues

1. It is critical to be able to separate victims, witnesses, suspects, and arrested parties (particularly co-conspirators). It is not always clear which category a person fits into at the time they enter the facility. The current corridor system offers few easy options to provide this separation (see also issues regarding the public lobby).
2. There are not enough areas to provide for more than one interview at a time. Both investigations and patrol use these spaces. As a result, at present, there can be competing demands on the available space. This problem will only increase as the department grows. In addition, there are times when it would be advantageous to be able to use two rooms at the same time.

Section 3. Functional Requirements and Space Needs

3. The quality of the available space is not conducive to an interview with a victim; these areas do not provide for acoustic privacy.
4. The ability to audio or video record interviews is limited. The area used for soft interviews does not provide for audio-visual recording, and acoustics are poor in the other areas.
5. Because of the location of interview rooms, interviews currently interfere with patrol officers in their work area (and vice versa).

Functional Requirements

1. Interview spaces need to be divided into two types:
 - a. Hard interview - which has minimal furniture (chairs for occupants and a writing surface).
 - i. There is a need to provide two hard interview areas to accommodate co-conspirators and interviews by more than one person at a time.
 - ii. At least one of these areas should provide an option for the short-term, non-secure holding of a juvenile status offenders who can not be in the secure area.
 - b. Soft interview - which has "normalized," living room style furniture and writing surfaces.
2. Both types need to provide for covert audio/video recording which can be viewed from a remote location.
 - a. Both types need acoustic privacy and the ability to know if the room is occupied.
 - b. It is important that persons in one interview area be unaware of who may be in another interview area.
3. These spaces are shared by patrol and investigations and may be used by other staff in the department for small meetings as needed.
4. Access to these spaces occurs through the facility corridor.
 - a. It should not be necessary to walk through the adult or juvenile processing area to access these areas.
 - b. The soft interview area needs to have a close proximity to the point at which the public enters.
 - c. Hard interview areas need to be located in two general areas.
 - i. One is in close proximity to the processing / holding areas.
 - ii. One is in close proximity to the investigations area, but accessible from the corridor.

Space Requirements

Room #	Subroom #	Room Name	# of Rooms	SF / Room	SF Programmed	SF / Subroom	Comment
7.1		Hard Interview	1		100		4 occupants @25 sf
7.2		Juvenile Status Offender Holding	1		100		4 occupants @25 sf
7.3		Soft Interview	1		150		6 occupants @25 sf
7.4		Public Restroom	1		60		Accessible
Subtotal All					410		
Subtotal Phase I					410		
Subtotal Phase 2					0		

Section 3. Functional Requirements and Space Needs

Adjacency Diagram

Interview and interrogation rooms are shown in the diagrams on pages 3.5, 3.18, and 3.24.

Evidence Processing and Storage / Department & Personal Firearms**Current Issues**

1. The department does not have an area in which to process evidence. As a result, patrol officers use their report writing area for evidence processing. This does not provide the degree of protection for evidence that the department needs.
2. There is no area in which to perform any type of evidence testing. While the department will clearly continue to partner with other agencies for detailed evidence processing, there is no area in which to do basic evidence techniques, such as common types of fingerprint testing.
3. The department lacks areas in which to store evidence.
 - a. Many types of evidence present a risk to nearby occupants when they are incorrectly stored.
 - b. Others may lose their evidentiary value if improperly stored.
 - c. Some types of evidence (drugs, guns, cash and valuables) require a higher degree of security.
 - d. Many items of evidence which need to be stored in a climate controlled area may be bulky.
4. In addition to evidence, the department must store found property.
5. The department is responsible for any damage or loss of evidence and found property. If the lost items are evidence, there are far-reaching ramifications of this loss.
6. Air from these areas should not be recirculated.
7. Evidence and found property are released through records. While this is acceptable for some items, it is not for large items and firearms.

Functional Requirements

1. The department needs an area in which patrol and investigations can process, package and securely store items brought in as evidence.
 - a. This area needs to be in close proximity to the point at which patrol officers and investigators enter the facility.
 - b. This area needs to be able to be secured. A secure locker system for items of evidence which have been processed and labeled, but not yet placed in the secure storage area, is needed.
 - c. This area needs to provide an area in which to conduct minimal processing of evidence (table, sink, fuming hood, drying chamber) and short-term storage of items which need to be refrigerated or frozen while stored.
 - d. This area needs a workstation which provides computer access.
 - e. This area needs to provide for storage of packaging and storage materials as evidence sent out for processing will be packaged here.
2. The department needs an area in which to secure processed evidence while cases are pending. This area needs:

Section 3. Functional Requirements and Space Needs

- a. To be sized to accommodate future anticipated case volumes.
 - b. A workstation for cataloging evidence.
 - c. Flexible storage systems for multiple types of evidence.
 - d. Specialized storage for items which require refrigeration or freezer, valuables, drugs, and flammable items.
 - e. The largest items typically stored in this area would include furniture. However, the department does require a storage area for larger items, such as bicycles, lawnmowers, signs, kegs, and on occasions a vehicle. This area does not need climate control - and not all needs to be protected from the weather.
 - i. Temporary storage of these items (while being processed or catalogs) could occur in a secured area of the garage.
 - ii. Long-term storage of these items is better accommodated in an outdoor area which can be fenced. This need not be on-site.
3. The department needs an area in which to store department owned and issued weapons. This area should also provide a bench area in which weapons can be cleaned and worked on.
4. The department needs a way to release evidence and found property, particularly large items and weapons, without releasing these items through public circulation in the building.
5. The department needs an area in which to store returned leather gear (department purchased items) and uniforms.

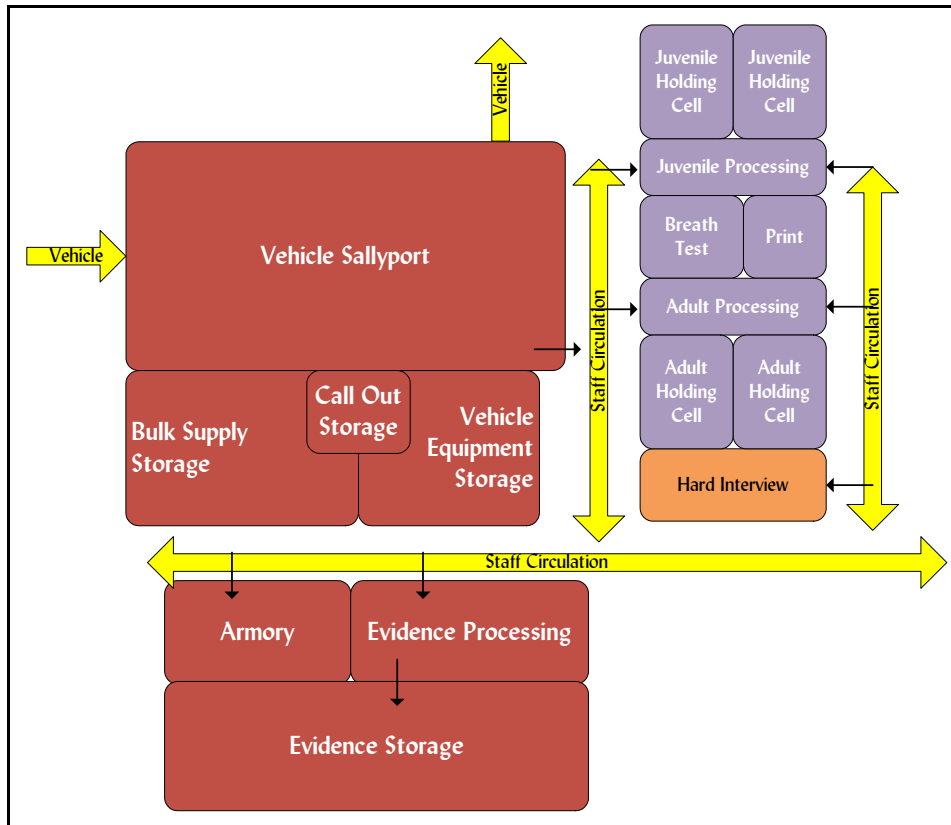
Section 3. Functional Requirements and Space Needs

Space Requirements

Room #	Subroom #	Room Name	# of Rooms	SF / Room	SF Programmed	SF / Subroom	Comment
8.1		Evidence Processing Room	1	230	230		
	a	free-standing table (work area)				80	
	b	temporary storage lockers				15	two 18" tiers (your option to define # lockers per tier)
	c	pass-through lockers				30	four 18" tiers
	d	refrigerator cabinet				10	
	e	drying cabinet				10	
	f	workstation				45	
	g	storage				40	
8.2		Evidence Storage Locker	1	485	485		
	a	workstation				65	
	b	freezer / refrigerator				40	
	c	moveable file shelving				200	10,000 linear inches of storage
	d	floor storage				120	there may be a need to add space in Phase 2
	e	flammable storage				10	
	f	valuables storage				10	
	g	drug storage				40	
8.3		Armory	1	180	180		
	a	department restricted storage				80	
	b	staff accessible storage				60	
	c	bench / weapons cleaning				40	
Subtotal All					895		
Subtotal Phase 1					895		
Subtotal Phase 2					0		

Section 3. Functional Requirements and Space Needs

Adjacency Diagram



Circulation is a critical feature of this adjacency diagram. Staff need to have access to facility circulation from exterior parking and from the sallyport. Access to the adult and juvenile processing areas occurs from both the sallyport and from the patrol and investigative areas. Access to the evidence storage area occurs through the evidence processing room and is restricted.

Section 3. Functional Requirements and Space Needs

Adult and Juvenile Processing Areas**Current Issues**

1. Current areas do not provide for sight and sound separation of adults and juveniles and males and females. This is particularly important in terms of holding cells.
2. Current access paths for officers and prisoners are not secure and not accessible. The same can be said of access between this area and the court.
3. There is no secured or enclosed access to the building. There is no place to decontaminate a person who has come into contact with pepper spray.
4. The corridors through which these individuals move are too narrow to escort a combative or uncooperative prisoner and areas in which processing occurs provides too many options for potential weapons and/or destruction of town property. Unless an individual is particularly combative, they are processed here before transport to a jail.
5. There are two holding cells, but no processing work area. These cells are not acoustically separate from the rest of the facility.
6. No firearms are permitted in the holding areas. Officers currently secure their weapons in their desks before interacting with someone in holding. This results in a poor circulation pattern.
7. One option for providing alcohol testing is a blood draw; paramedics are called in to do this. However, the current areas are not adequately sized for this function.

Functional Requirements

1. Sight and sound separation of adults and juveniles is required. However, there is a need to share some equipment (breathalyzer and fingerprint equipment).
 - a. The fingerprint equipment should be upgraded to a digital system which can transmit images to CBI directly. This area may also be used in the future by the public.
 - b. The breathalyzer area needs to allow for a 20 minute period of observation and subsequent retest.
2. The processing areas for adult and juvenile prisoners needs to provide an area in which officers can gather and input information.
3. In addition to secure cells, the area needs to provide seating, such as a bench, to which an individual can be secured during processing.
4. The secure cells need to provide toilet facilities, with a privacy screen.
5. The processing area, including the holding cells must be observable (both directly and by CCTV). CCTV provides the capability of recording for documentation.
6. Corridors through which officers and prisoners moved need to be sized to allow three people to move through the corridor without interference.
7. A secure entry to the processing areas is needed. This can be a multi-use area.
8. Gun lockers at entry points to the processing areas are needed.
9. The department does bring people in for purposes of identification; they are then released from this location. These people should be able to be released without walking through the entire building.

Section 3. Functional Requirements and Space Needs

Space Requirements

Room #	Subroom #	Room Name	# of Rooms	SF / Room	SF Programmed	SF / Subroom	Comment
9.1		Vehicle Sallyport					See Vehicle Section
9.2		Breathalyzer Room	1	80	80		Workstation, storage cabinet, bench w/cuff rail; shared with juvenile
9.3		Fingerprint Room	1	60	60		Workstation, counter; shared with juvenile
9.4		Adult Processing Room	1	125	125		
	a	staff workstation				45	
	b	seating				60	4 occupants @ 15 sf
	c	temporary property storage				20	
9.5		Juvenile Processing Room	1	125	125		
	a	staff workstation				45	
	b	seating				60	4 occupants @ 15 sf
	c	temporary property storage				20	
9.6		Adult Holding Cell	2	100	200		2 occupants @ 50 sf (meets standards for temporary holding)
9.7		Juvenile Holding Cell	2	100	200		2 occupants @ 50 sf (meets standards for temporary holding)
9.8		Janitor Closet	1	35	35		
9.9		Adult Pedestrian Vestibule	1	0			included in circulation
9.10		Juvenile Pedestrian Vestibule	1	0			included in circulation
Subtotal All					825		
Subtotal Phase 1					825		
Subtotal Phase 2					0		

Adjacency Diagram

See diagram on page 3.24.

Vehicle Areas

Current Issues

- The department currently has 12 law enforcement vehicles. Five are assigned to specific personnel and are “take home” vehicles. The remaining 7 are shared. Unless the department moves toward a fleet which is predominantly take home (not seen as likely in the near future), there is a need to provide

Section 3. Functional Requirements and Space Needs

secure parking for these vehicles. The number of shared fleet vehicles will grow as the department grows. As the situation exists now, there is the potential for significant damage to these vehicles when they are left parked.

2. The department also has currently a number of unique vehicles, such as a radar trailer and bicycles. It is likely that the number and type of specialty vehicles will increase in the future. The most likely additions in the future would be a van and/or motor cycle.
3. There is inadequate designated parking for staff.
4. The department has the occasional need to provide an area for temporary processing of a vehicle. There is no area which can be secured (other than by posting staff to secure it) at the present time.

Functional Requirements

- I. The department needs several types of areas associated with vehicles:
 - a. An area in which to park law enforcement vehicles - which should be covered and somewhat weather protected (to reduce time required to scrape vehicles and to reduce the potential for hail damage), but need not be climate controlled.
 - b. An area in which to secure a vehicle for a short period of time (up to 48 hours).
 - i. This area can be a multi-use area, such as a vehicle sallyport.
 - ii. This area needs to provide for interior and exterior cleaning of cars.
 - iii. This area needs to be high enough to allow a vehicle to be brought into this area using a tow truck.
 - c. A secure point of entry for prisoners - which can also provide for the short-term storage of some evidentiary items (provided these items can be “secured” from the primary area of the sallyport) until they can be catalogued and taken to a remote exterior storage area. This area also needs to provide for decontamination procedures (eye wash, and emergency shower). This area needs to be able to provide for two vehicles; a drive-through sallyport is preferred.
 - d. A designated, controlled access area for staff parking. While best practice does not recommend identifying a particular space with a particular person, this area should not be accessible to the public. It does not need to be covered or climate controlled.
2. An area in which short-term storage of items commonly used in or on vehicles (wiper blades, fluids, cleaning supplies, etc.) needs to be provided for vehicles - particularly during hours when the primary store of these items is not accessible.
3. Storage for bulky items, particularly those which are loaded into vehicles, needs to be in close proximity to this area. **Items such as animal control property (traps, catch poles, cages, etc) could be stored in this area.**
4. This area needs to be able to provide for parking unique specialty vehicles. The most likely are additional radar trailers and a crime scene van. These items are likely within the next 10 years. **If the Police Department adds an animal control specialist in the future, parking for an animal control truck is needed. When in use, this will need to be in a climate controlled area and will need access to cages for temporary holding of animals.**

Section 3. Functional Requirements and Space Needs

Space Requirements

Garage Type

Room #	Subroom #	Room Name	# of Rooms	SF / Room	SF Programmed	SF / Subroom	Comment
10.1		Vehicle Sallyport	1	1,400	1,400		
	a	vehicle parking & circulation				700	2 vehicles @350 sf/vehicle (1 lane usable for vehicle processing)
	b	temporary evidence large item storage				300	
	c	decontamination station				50	shower and eyewash station
	d	specialty vehicle parking				350	
10.2		Vehicle Equipment Storage	1	200	200		
10.3		Call-out Storage	1	80	80		
10.4		Bulk Supply Storage	1	320	320		Build more in Phase 2 if needed
Subtotal All					2,000		
Subtotal Phase 1					2,000		
Subtotal Phase 2					0		

Exterior

Room #	Subroom #	Room Name	# of Rooms	SF / Room	SF Programmed	SF / Subroom	Comment
11.1		Law Enforcement Vehicle Parking	1	3,500	3,500		10 vehicles @ 350
11.2		Staff Parking	1	3,500	3,500		10 vehicles @ 350
11.3		Visitor Parking	1	1,750	1,750		5 vehicles @ 350
11.4		Law Enforcement Vehicle Parking - Phase 2	1	3,500	3,500		10 vehicles @ 350
11.5		Staff Parking - Phase 2	1	5,250	5,250		15 vehicles @ 350
Subtotal All					17,500		
Subtotal Phase 1					8,750		
Subtotal Phase 2					8,750		

Adjacency Diagram

See diagram on page 3.24.

Section 3. Functional Requirements and Space Needs

Summary of Space Requirements

Component #	Component	Net Square Feet	Circulation Factor	Gross Square Feet	Preferred Floor
Total of Phase 1 and Phase 2					
1	Public Areas	1,185	1.40	1,660	1
2	Administrative Areas	945	1.55	1,460	1
3	Records Areas	595	1.45	860	1
4	Staff Support Areas	2,485	1.45	3,600	Basement or 1 or 2?
5	Patrol Areas	1,225	1.55	1,900	Basement or 1?
6	Investigations Areas	620	1.55	960	1 or 2?
7	Interview and Interrogation Areas	410	1.55	640	1
8	Evidence Processing and Storage/Firearms	895	1.40	1,250	Basement
9	Adult and Juvenile Processing Areas	825	1.65	1,360	1
10	Vehicle Areas	2,000	1.25	2,500	Basement
Total of Components		11,185		16,190	
Mechanical Space (8%)				1,300	
Grand Total				17,490	
Total of Phase 1 only					
1	Public Areas	355		500	
2	Administrative Areas	945		1,460	
3	Records Areas	595		860	
4	Staff Support Areas	2,275		3,300	
5	Patrol Areas	1,025		1,590	
6	Investigations Areas	520		810	
7	Interview and Interrogation Areas	410		640	
8	Evidence Processing and Storage/Firearms	895		1,250	
9	Adult and Juvenile Processing Areas	825		1,360	
10	Vehicle Areas	2,000		2,500	
Total of Components		9,845		14,270	
Mechanical Space (8%)				1,100	
Grand Total				15,370	

Section 3. Functional Requirements and Space Needs

Explanation of Columns

Component #	This is the number assigned to each type of space.
Component	This is the name of the component.
Net Square Feet	This is the usable (assigned) square footage. Net square feet of a room is the wall to wall area.
Circulation Factor	This is a multiplier that is used to estimate how many additional square feet must be built to provide the net identified. It accounts for corridors, stairs, elevators, wall thickness and <u>some</u> space within rooms (especially those that are used to move through to get to another space. The circulation factor varies by the kind of space that is built.
Gross Square Feet	This is Net Square Feet * Circulation Factor.
Preferred Floor	<p>This initial assignment is a judgment call based on the potential for taking advantage of the slope on the site to create a basement level for some functions. A basement offers the following advantages:</p> <ol style="list-style-type: none">1) The site slopes down from the south toward the north. We could take advantage of that to create a building that provides access to a basement level (say for vehicles) but has the main public access point at street level.2) This could help to create a “front door / back door” arrangement for the building.3) Basements are less expensive to construct.4) Given the slope, it is possible that portions of a basement would have natural light.5) The site is somewhat limited site and it would be wise to reserve room for expansion.

Section 3. Functional Requirements and Space Needs

Adjacency Diagram

